

City of Port St. Lucie
Special Magistrate Hearing
Meeting Minutes - Draft

121 SW Port St. Lucie
Blvd.
Port St. Lucie, Florida
34984

Wednesday, December 10, 2025

9:00 AM

City Hall, Council Chambers

1. Meeting Called to Order

A SPECIAL MAGISTRATE HEARING of the City of Port St. Lucie was called to order by Special Magistrate Keith Davis on December 10, 2025, at 9:00 a.m., at Port St. Lucie City Hall, 121 SW Port St. Lucie Boulevard, Port St. Lucie, Florida.

Present:

Keith Davis, Special Magistrate
Sara Brown, Project Coordinator
Richard Shiller, Deputy City Attorney
Various Code Compliance Officers
Shanna Donleavy, Deputy City Clerk

2. Pledge of Allegiance

The Special Magistrate led the assembly in the Pledge of Allegiance.

3. Swearing in Code Specialist and/or Building Investigators

The Deputy City Clerk administered the Oath of Testimony to staff.

4. Approval of Minutes

4.a Hear Approval of Minutes for 9/17/2025 Cases and Approve
the Staff Recommendation

[2025-1167](#)

The Special Magistrate approved the minutes.

5. Late Abatements and/or Postponements

Ms. Brown informed the Special Magistrate that Cases 25-13841, 25-15185, 25-16298, 25-16331 and 25-11847 were postponed; Cases 25-14272, 25-14395, 25-14400, 25-14919, 25-14641, 25-14643, 25-14646, 25-15779, 25-16047, 25-11843 and 25-15817 were abated.

6. Approval of Agenda

The Special Magistrate approved the agenda.

7. Introduction of Cases

(Clerk's Note: Cases were heard as they signed into the hearing.)

8. Modification Requests

- 8.a** Hear Modification Requests Cases and Approve the Staff Recommendation [2025-1164](#)

(Clerk's Note: This item was heard after Item 6.).

Evelyn Rojas, Lien Services Department, stated that the modifications were requested by the applicant. They were heard as a matter of City policy and were not mandated by Florida Statute. City Council held the liens, and they were considered to be assets of the City. Per City Ordinance, the Special Magistrate has authority to modify the liens, Agenda Items #5-10, had been agreed upon and required Magistrate signature. The Special Magistrate stated that he would sign the orders. She corrected the agenda for #9 17-01340 and #10 18-0092 the address was 1691 SW Port St. Lucie Blvd.

9. Business Tax Violation

- 9.a** Hear Business Tax Violation Cases and Approve the Staff Recommendation [2025-1165](#)

There was nothing scheduled under this item.

10. Solid Waste Certification of Fines

- 10.a** Hear Solid Waste Certification of Fines Cases and Approve the Staff Recommendation [2025-1166](#)

(Clerk's Note: No one was present for the below cases.)

Ms. Brown read the following Solid Waste violations into the record.

25-14749 561 NW Cardinal Dr

The Special Magistrate stated he would sign the order.

11. Code Violations

- 11.a** Hear Code Violations Cases and Approve the Staff Recommendation [2025-1168](#)

Wise 25-15068 2099 SE Isabell Rd

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Wise, previously sworn, read the case presentation and staff's recommendations into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Deputy City Clerk swore in Brian Ingrum who stated that they would either register the truck or sell it.

The Special Magistrate found that proper notice was achieved, and that the property remained in violation. He set a compliance date for December 17, 2025.

Dickerson 25-13593 765 SW Dalton Circle

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Dickerson, previously sworn, read the case presentation and staff's recommendations into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations. He advised that Section 41.10(m)(3) was abated. He advised that the bin was not allowed on the property.

The Deputy City Clerk swore in Norman Lacombe who stated that he was in the process of finding a new type of container & an engineer/architect to help him work with the Planning & Zoning Department. Therefore, he requested more time.

The Special Magistrate continued the case to March 18, 2026.

Diaz 25-06861 11500 NW Glades Cut Off Rd

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Diaz, previously sworn, read the case presentation and staff's recommendations into the record. She presented photos that were taken at the time of the inspections showing the subject property and violations.

The Deputy City Clerk swore Brian Lulfs who stated that the property was 700 acres, the pictures depicted one acre where organic material was stored which improved the land for the cattle. Mr. Armstrong was unsure if the Site Plan could be amended to show storage of organic material or if the land would need to be zoned AG.

The Special Magistrate continued the case to February 11, 2026.

Cerami 25-15056 2441 SW Washington St

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Cerami, previously sworn, read the case presentation and staff's recommendations into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Deputy City Clerk swore in Alex Torres who stated that they had transferred the plates and had been holding the car for his father.

The Special Magistrate found that proper notice was achieved, and that the property remained in violation. He set a compliance date for January 21, 2026.

Wise 25-12196 339 SW Dwight Ave

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Wise, previously sworn, read the case presentation and staff's recommendations into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Deputy City Clerk swore in Brittany Delva who stated that she only received a courtesy notice to which Mr. Armstrong replied that a Notice of Violation was included within the Notice of Hearing and explained the state statute. She requested more time to abate the violations.

The Special Magistrate found that proper notice was achieved, and that the property remained in violation. He set a compliance date for February 11, 2026.

12. Code Violations Special Requests

- 12.a** Hear Code Violations Special Requests Cases and Approve
the Staff Recommendation

[2025-1169](#)

Wise 25-17626 1566 SE Sunshine Ave

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Wise, previously sworn, read the case presentation and staff's recommendations into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Deputy City Clerk swore in Nils Brandt who stated that he was having financial issues but was working on most of the issues. He requested an extension for the screen since he could not fix it himself.

The Special Magistrate found proper notice, found that the property remained in violation and granted all relief requested by the City.

Herzog 25-14092 1782 SW Cloverleaf St

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Herzog, previously sworn, read the case presentation and staff's recommendations

into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations. He added that the City had abated the open storage multiple times.

The Deputy City Clerk swore in Joyce Osika who stated that she had some health issues but was trying to clear the open storage.

The Special Magistrate found proper notice, found that the property remained in violation and set December 17, 2025, as the compliance date, if not in compliance by that date he gave the City authorized to abate the violation & assess the costs.

Gomez 25-15855 2080 SE N Blackwell Dr

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Gomez, previously sworn, read the case presentation and staff's recommendations into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Deputy City Clerk swore in Beverly Celeski who stated that her mother, Generosa Childress, passed away & she was unaware that her stepfather stopped maintenance on the home but she would rectify the issue.

The Special Magistrate found proper notice, found that the property remained in violation and granted all relief requested by the City. He set a compliance date of December 17, 2025, or the City could abate the violation and assess the costs.

Mendoza 25-15787 741 SE Voltair Terr

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Mendoza, previously sworn, read the case presentation and staff's recommendations into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Deputy City Clerk swore in Natalia Dellisanti who stated that the open storage was removed and added that she had ordered a new lawn motor to cut the grass.

The Special Magistrate found proper notice, found that the property remained in violation and granted all relief requested by the City. He set a compliance date of December 17, 2025, or the City could abate the violation and assess the costs.

Bender 25-13814 1516 SW Del Rio Blvd

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Bender, previously sworn, read the case presentation and staff's recommendations into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found proper notice, found that the property remained in violation and granted all relief requested by the City.

Capp 25-16174 991 SW Versailles Ave

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Capp, previously sworn, read the case presentation and staff's recommendations into the record. She presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found proper notice, found that the property remained in violation and granted all relief requested by the City.

Cerami 25-16688 2582 SW McDonald St

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Cerami, previously sworn, read the case presentation and staff's recommendations into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found proper notice, found that the property remained in violation and granted all relief requested by the City.

Gomez 25-17160 2322 SE Maslan Ave

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Gomez, previously sworn, read the case presentation and staff's recommendations into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found proper notice, found that the property remained in violation and granted all relief requested by the City.

Kashatus 25-08222 1237 SW Edinburgh Dr

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer

Kashatus, previously sworn, read the case presentation and staff's recommendations into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found proper notice, found that the property remained in violation and granted all relief requested by the City.

Kashatus 25-15556 280 SW Undallo Rd

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Kashatus, previously sworn, read the case presentation and staff's recommendations into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found proper notice, found that the property remained in violation and granted all relief requested by the City.

Kashatus 25-15583 4025 SW McIntosh St

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Kashatus, previously sworn, read the case presentation and staff's recommendations into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found proper notice, found that the property remained in violation and granted all relief requested by the City.

Mendoza 25-12442 1402 SE Navajo Ln

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Mendoza, previously sworn, read the case presentation and staff's recommendations into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found proper notice, found that the property remained in violation and granted all relief requested by the City.

Mendoza 25-14485 938 SE Browning Ave

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Mendoza, previously sworn, read the case presentation and staff's recommendations into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found proper notice, found that the property remained in violation and granted all relief requested by the City.

Mendoza 25-15742 451 SE Evans Ave

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Mendoza, previously sworn, read the case presentation and staff's recommendations into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found proper notice, found that the property remained in violation and granted all relief requested by the City.

Mendoza 25-15974 801 SE Kendall Ave

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Mendoza, previously sworn, read the case presentation and staff's recommendations into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found proper notice, found that the property remained in violation and granted all relief requested by the City.

Peco 25-10168 250 SW Pagoda Ter

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Peco, previously sworn, read the case presentation and staff's recommendations into the record. She presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found proper notice, found that the property remained in violation and granted all relief requested by the City.

Peco 25-15990 1162 SW Airoso Blvd

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Peco, previously sworn, read the case presentation and staff's recommendations into the record. She presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found proper notice, found that the property remained in violation and granted all relief requested by the City.

Peco 25-16020 268 SW Grove Ave

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Peco, previously sworn, read the case presentation and staff's recommendations into the record. She presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found proper notice, found that the property remained in violation and granted all relief requested by the City.

Wise 25-07573 533 SW Twig Ave

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Wise, previously sworn, read the case presentation and staff's recommendations into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found proper notice, found that the property remained in violation and granted all relief requested by the City.

Wise 25-15659 3101 SE Pruitt Rd

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Wise, previously sworn, read the case presentation and staff's recommendations into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found proper notice, found that the property remained in violation and granted all relief requested by the City.

13. Vacant Lot Violations

- 13.a** Hear Vacant Lot Violations Cases and Approve the Staff Recommendation

[2025-1170](#)

There was nothing scheduled under this item.

14. Certification of Fines

- 14.a** Hear Certification of Fines Cases and Approve the Staff Recommendation

[2025-1171](#)

Kashatus 25-14212 931 SW McComkle Ave

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Kashatus, previously sworn, read the case presentation and staff's recommendations, and the previous Special Magistrate's ruling into the record. He presented photos that were taken at the time of the inspections

showing the subject property and violations. He informed the Special Magistrate that Public Works cannot determine if the pipe has failed since it was obstructed. He added that since the last hearing no updates have been made.

The Deputy City Clerk swore in Matthew Pelton who requested an extension since he had financial issues.

The Special Magistrate continued the case to February 11, 2026.

Herzog 25-09686 120 SW Brandon Ave

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Herzog, previously sworn, read the case presentation and staff's recommendations, and the previous Special Magistrate's ruling into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Deputy City Clerk swore in Paul McLaughlin who stated that finances were an issue at the moment but he would try to receive quotes for removing the trees.

The Special Magistrate continued the case to February 11, 2026.

Peco 25-13842 176 SW Parr Dr

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Peco, previously sworn, read the case presentation and staff's recommendations, and the previous Special Magistrate's ruling into the record. She presented photos that were taken at the time of the inspections showing the subject property and violations. Mr. Armstrong further explained that the case had been ongoing for five years, with multiple liens on the property

The Deputy City Clerk swore in Felix Di Higo who stated that the pictures shown were old, and the vehicles on his property were registered as he drove them; he added that he felt that the City was harassing him.

Mr. Armstrong clarified that open storage & vehicle parts/tires on the property could be seen from the roadway. He added that the last inspection of the property took place on December 2, 2025. He stated that there had been 21 cases since 2017 on the property.

The Special Magistrate found proper notice & found that the property remained in violation. He certified the fine & costs as requested.

15. Certification of Fines Special Requests

- 15.a** Hear Certification of Fines Special Requests Cases and
Approve the Staff Recommendation

[2025-1172](#)

Gomez 25-09892 1562 SE Collette Cir

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Gomez, previously sworn, read the case presentation, staff's recommendations, and the previous Special Magistrate's ruling into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations. He added that the City abated the Section 41.08(b) violation on October 20, 2025.

The Deputy City Clerk swore in Kimbery Bigelow who stated that she had health & financial issues.

Wesley Armstrong, Code Compliance Manager, stated that the case opened in September 2023 and the property had two maxed out liens.

The Special Magistrate found that proper notice was achieved and found the property was violation. He accepted the City's recommendation, certifying the fine and granted all relief requested by the City.

Dickerson 25-10654 Parcel ID #4435-801-0012-000-4

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Dickerson, previously sworn, read the case presentation, staff's recommendations, and the previous Special Magistrate's ruling into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found that proper notice was achieved and found the property was in compliance due to the City's abatement. He granted all the relief requested by the City, assessing the abatement costs to date and awarding the administrative costs.

Mendoza 25-09629 755 SE Albatross Ave

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Mendoza, previously sworn, read the case presentation, staff's recommendations, and the previous Special Magistrate's ruling into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found that proper notice was achieved and found

the property was in compliance due to the City's abatement. He granted all the relief requested by the City, assessing the abatement costs to date and awarding the administrative costs.

Peco 25-10385 1101 SE Menores Ave

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Peco, previously sworn, read the case presentation, staff's recommendations, and the previous Special Magistrate's ruling into the record. She presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found that proper notice was achieved and found the property was in compliance due to the City's abatement. He granted all the relief requested by the City, assessing the abatement costs to date and awarding the administrative costs.

Peco 25-10432 1872 SE Enfield Ave

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Peco, previously sworn, read the case presentation, staff's recommendations, and the previous Special Magistrate's ruling into the record. She presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found that proper notice was achieved and found the property was in compliance due to the City's abatement. He granted all the relief requested by the City, assessing the abatement costs to date and awarding the administrative costs.

Peco 25-11487 398 SW Ryan Ave

(Clerk's Note: A PowerPoint was shown at this time.) Code Officer Peco, previously sworn, read the case presentation, staff's recommendations, and the previous Special Magistrate's ruling into the record. She presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found that proper notice was achieved and found the property was in compliance due to the City's abatement. He granted all the relief requested by the City, assessing the abatement costs to date and awarding the administrative costs.

Rose 25-09022 3231 SE Pinto St

(Clerk’s Note: A PowerPoint was shown at this time.) Code Officer Rose, previously sworn, read the case presentation, staff’s recommendations, and the previous Special Magistrate’s ruling into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found that proper notice was achieved and found the property was in compliance due to the City’s abatement. He granted all the relief requested by the City, assessing the abatement costs to date and awarding the administrative costs.

Wise 25-11794 1449 SE Minorca Ave

(Clerk’s Note: A PowerPoint was shown at this time.) Code Officer Wise, previously sworn, read the case presentation, staff’s recommendations, and the previous Special Magistrate’s ruling into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found that proper notice was achieved and found the property was in compliance due to the City’s abatement. He granted all the relief requested by the City, assessing the abatement costs to date and awarding the administrative costs.

Wise 25-12465 1173 SE Stewart Rd

(Clerk’s Note: A PowerPoint was shown at this time.) Code Officer Wise, previously sworn, read the case presentation, staff’s recommendations, and the previous Special Magistrate’s ruling into the record. He presented photos that were taken at the time of the inspections showing the subject property and violations.

The Special Magistrate found that proper notice was achieved and found the property was in compliance due to the City’s abatement. He granted all the relief requested by the City, assessing the abatement costs to date and awarding the administrative costs.

16. Vacant Lot Certification of Fines

- 16.a Hear Vacant Lot Certification of Fines Cases and Approve the Staff Recommendation

[2025-1173](#)

There was nothing scheduled under this item.

17. How Parties are Notified

Ms. Brown stated that a Notice of Hearing or Notice of the Certification of Fine was sent to the violator by Certified Mail Return Receipt Requested to the address listed in the Tax Collector's Office for tax notices or to the address listed in the County Property Appraiser's Database. If the green card was returned, it was placed in the file and was either signed, unsigned or unclaimed. Ten days before the hearing, an agenda was posted on the bulletin board in the lobby of Port St. Lucie City Hall. Also, a Notice of Hearing was posted on the property in question, along with an Affidavit of Posting, which included a copy of the notice posted and the date and places of its posting. If the certification card was not returned to the Neighborhood Services Department, then within ten days before the Hearing, posting was completed in the same manner as if the card was returned unclaimed as stated above. The photos shown at the hearing were kept and maintained as public records of the City of Port St. Lucie's Neighborhood Services Department. She requested that the Clerk enter the cases into the record and asked the Special Magistrate if he had any questions on cases where parties were not present. The Special Magistrate replied in the negative and added that he would sign the appropriate orders.

18. Introduction of Cases Without Parties Present

Rachel Knaggs, Code Compliance Officer 3, stated that the following cases were entered into public record, the Code Compliance Officers inspected the properties and found violations to exist. A reasonable date for compliance was subsequently given, but upon re-inspection it was confirmed that compliance was not achieved. A formal Notice of Hearing was issued for today's hearing, and the respondent had failed to appear.

The City requests that these cases be found in violation of their respective listed code sections and be given until December 17, 2025, to bring the property into compliance. Should compliance not be met, the City requests that a future hearing be scheduled to determine and impose an appropriate fine.

The cases without parties were read into the record by Ms. Brown:

25-16162	1921 SW Granello Ter
25-06628	2571 SW Fairgreen Rd
25-07472	2780 SE Morningside Blvd
25-11838	3961 SW Port St. Lucie Blvd
25-06891	2297 SE Seamist St
25-15192	1631 SE Higdon Ct
25-09228	301 SW Virden Ct
25-12638	701 SW Amber Tr
24-17894	6455 NW Frenze St
25-12440	755 SE Albatross Ave
25-14096	949 SE Albatross Ave
25-00860	412 SE Majestic Ter

25-17241 557 SW Duval Ave
25-08634 1491 SE Grapeland Ave
25-10875 1224 SE Ladner St
25-11963 2092 SE Parkwood Cir
25-12872 1699 SE Elkhart Ter
25-14467 1173 SE Stewart Rd
25-16333 902 SW Jaslo Ave
25-16390 2242 SE Carnation Rd
25-17265 2681 SE Calusa Ave
25-14871 1449 SW Edinburgh Dr
25-15744 149 SW Donna Ter
25-15934 163 SW South Danville Cir
25-15979 5150 NW Newark Ln
25-16063 4212 SW Muncie St
25-16216 2231 SE Rock Springs Dr

Ms. Knaggs stated that the following cases were entered into public record, a violation hearing was held, and a date of compliance was issued by the Special Magistrate. Upon re-inspection by a Code Compliance Officer, it was determined that compliance had not been achieved for the violations of the respective listed sections of the code. A formal Notice of Hearing was issued for today's hearing, and the respondent had failed to appear. The City requested that the fines be certified and administrative costs be assessed and awarded to the City.

The cases without parties were read into the record by Ms. Brown:

25-05255 402 SW Sansom Ln
25-12208 1866 SW Davis St
25-07733 1633 SW Bellevue Ave
25-10733 274 SW Bedford Rd
25-12299 4202 SW Savona Blvd
25-07432 1585 SE Sinbad Ave
25-09958 652 SW Dwight Ave
25-08078 2537 SW Calender St
25-09249 2303 SW Kent Cir
25-05084 226 SW Parish Ter
25-06813 1018 SW Alcantarra Blvd
25-02640 1465 SW Bargello Ave
25-05035 4657 SW Bachelor St

The Special Magistrate stated that he would sign the orders for the above cases.

19. Public to be Heard

There were no public comments to be heard.

20. Adjourn

There being no further business, the meeting was adjourned at 12:21 p.m.

Shanna Donleavy, Deputy City Clerk